

AMIT KUMAR GUPTA

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Seeking a challenging career in a dynamic and leading organization preferably in any Industry that would help me cultivate and nurture my skills with an opportunity to display my talent and become an asset to the organization.

PROFILE & STRENGTHS

- ✓ Knowledge of Audit Report, Trail Balance, Profit & Loss, Balance Sheet, Bank Reconciliation & accounting.
 - ✓ Successfully working on the tally 5.4, 6.3, 7.2 ,9.0 & ERP 9
 - ✓ Good Command on Tally.
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PROFESSIONAL EXPERIENCE

Sivana Insurance Brokers PVT.LTD.

Nov 2017 – Till Date

Sr.Account Executive

Roles & Responsibilities:

- ✓ Creation of Vouchers on daily bases.
 - ✓ Maintain daily expenses of office & site.
 - ✓ Handle daily cash & maintain cash book.
 - ✓ Maintain accounting work in tally ERP 9
 - ✓ Salary checking of all employees.
 - ✓ Handle banking work & monthly bank reconciliation of company.
 - ✓ Take Monthly Audit of all call canters.
 - ✓ Prepare GST, TDS, Summary on monthly bases.
 - ✓ Create monthly MIS report.
 - ✓ Handling all project profitability.
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Panki Oxygen Kanpur UP.

January 2016 – September 2017

Account Executive

Roles & Responsibilities:

- ✓ Prepare the salary sheet of office employ & also site labor.
 - ✓ Doing all type of account in tally software.
 - ✓ Prepare TDS, VAT, & Service Tax.
 - ✓ Maintain all data base of site employ & there all expenses & receiving in excel sheet.
 - ✓ Handel all banking works.
 - ✓ Make daily updated report of all creditor & Debtor.
 - ✓ Maintain daily cash book & bank book.
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